

CALIFORNIA BOARD OF REGISTERED NURSING
APPLICATION FEE SCHEDULE
FOR

LICENSURE BY EXAMINATION

The following appropriate **TOTAL FEE** submitted with your application(s) and fingerprint card(s) must be made **payable to the Board of Registered Nursing** by check or money order (U.S. currency). **The fee is an earned fee** for evaluation of your application(s) and processing of the fingerprint cards and **IS NOT refundable**. The portion of the fee for processing the fingerprint card(s) is subject to change without notice by the California Department of Justice.

APPLICATION FOR LICENSURE BY **EXAMINATION ONLY** *

Application Fee	\$ 75.00
One Fingerprint Card	<u>\$ 32.00</u>
Total Fee Payable to the Board of Registered Nursing	\$107.00

APPLICATION FOR LICENSURE BY **EXAMINATION AND INTERIM PERMIT***

Application Fee	\$ 75.00
One Fingerprint Card	\$ 32.00
Application For Interim Permit	<u>\$ 30.00</u>
Total Fee Payable to the Board of Registered Nursing	\$137.00

REPEAT APPLICATION FOR LICENSURE BY EXAMINATION

Application Fee Payable to the Board of Registered Nursing	\$ 75.00
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* Note: After the Board has determined your eligibility, you will receive an NCLEX-RN candidate bulletin with instructions. You must submit the completed NCLEX-RN registration form with a fee directly to The Chauncey Group International, a division of Educational Testing Service (ETS). The Chauncey Group will then provide you with examination scheduling information.

APPLICATION FOR LICENSURE AS A REGISTERED NURSE

By Examination

I. **INTRODUCTION**

Applicants must take the licensing examination (NCLEX-RN) if they have never been licensed as a registered nurse in another state or if they have never passed the national licensing examination. Registered nurses who are licensed in Canada must take the NCLEX-RN unless they have passed an acceptable five-part Canadian examination. All applicants must have completed an educational program meeting all California requirements. If you are lacking any educational requirements, you must successfully complete an approved course in that subject before taking the examination.

The NCLEX-RN is administered by Computerized Adaptive Testing (CAT). The enclosed candidate information brochure describes the CAT examination process in detail. With CAT, there is continuous, year-round testing, allowing eligible candidates to schedule their own examination on a date and at the location of their choice. Examination applicants should submit their applications at least four (4) months prior to when they wish to take the examination to allow for processing time and receipt of all required documents.

The Board will evaluate your application and, if found eligible, you will be provided an NCLEX-RN Candidate Bulletin with instructions regarding the fee and registration procedures for CAT.

The enclosed candidate information brochure gives registration and scheduling information. However, the Board recommends that you wait until being found eligible by the Board before registering with the testing service for CAT, as an "Authorization to Test" form will be issued that will be valid for a limited period of time. Included in the Authorization to Test will be a list of test centers.

APPLICANTS EDUCATED OUTSIDE THE USA:

The Commission on Graduates of Foreign Nursing Schools examination is not required by the Board to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

PLEASE NOTE THE FOLLOWING IMPORTANT ISSUES:

- Processing times may vary, depending on timeliness of receipt of documents from schools, agencies, and other states or countries. Please be aware that processing of an application indicating a prior conviction(s) may take longer than other applications.
- If you change your name and/or address after submitting an application for licensure, you must notify the board immediately, in order to receive important information from the Board.
- Pending application files are not public record, therefore an applicant must sign a release of information form before the Board will release information to the public, including employers, relatives, or other third parties.
- Once you are licensed, your address of record must be disclosed to the public upon request, under California law.
- Applicant fees are earned; therefore, fees are not refundable even if an applicant is found ineligible.

II. **REPORTING PRIOR CONVICTIONS OR DISCIPLINE AGAINST LICENSES**

Applicants are required under law to report all misdemeanor and felony convictions. "Driving under the influence" convictions must be reported. Convictions must be reported even if they have been expunged under Penal Code 1203.4 or even if a court ordered diversion program has been completed under the Penal Code or under Article 5 of the Vehicle Code. Also, all disciplinary action against an applicant's registered nurse, practical nurse, vocational nurse or other professional license must be reported.

Failure to report prior convictions or disciplinary action is considered falsification of application and is grounds for denial of licensure or revocation of license.

When reporting prior convictions or disciplinary action, **applicants are required to provide a full written explanation of:** circumstances surrounding the arrest(s), conviction(s), and/or disciplinary action(s); the date of incident(s), conviction(s) or disciplinary action(s); specific violation(s) (cite section of law if convicted), court location or jurisdiction, sanctions or penalties imposed and completion dates. Certified copies of court documents or state board determinations/decisions should also be included. A certified copy of the arrest report may also be requested. Applicants must also submit a description of the rehabilitative changes in their life which would enable them to avoid future occurrences.

To make a determination in these cases, the Board considers the nature and severity of the offense, additional subsequent acts, recency of acts or crimes, compliance with court sanctions, and evidence of rehabilitation.

The burden of proof lies with the applicant to demonstrate acceptable documented evidence of rehabilitation. Examples of rehabilitation evidence include, but are not be limited to:

- Recent, dated letter from applicant describing rehabilitative efforts or changes in life to prevent future problems.
- Letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.
- Letters from recognized recovery programs and/or counselors attesting to current sobriety and length of time of sobriety, if there is a history of alcohol or drug abuse.
- Proof of community work, schooling, self-improvement efforts.
- Court-issued certificate of rehabilitation or evidence of expungement, proof of compliance with criminal probation or parole, and orders of the court.

All of the above items should be mailed **directly** to the Board by the individual(s) or agency who is providing information about the applicant. Have these items sent to the Board of Registered Nursing, Licensing Unit, P.O. Box 944210, Sacramento, CA 94244-2100.

II. REPORTING PRIOR CONVICTION OR DISCIPLINE AGAINST LICENSES (cont'd)

It is the responsibility of the applicant to provide sufficient rehabilitation evidence on a timely basis so that a licensing determination can be made. All evidence of rehabilitation must be submitted prior to being found eligible for an examination.

An applicant is also required to immediately report, in writing, to the Board any conviction(s) or disciplinary action(s) which occur between the date the application was filed and the date that a California registered nursing license is issued. Failure to report this information is grounds for denial of licensure or revocation of license.

NOTE: The application must be completed and signed by the applicant under the penalty of perjury.

III. INSTRUCTIONS FOR SUBMITTING FINGERPRINT CARDS

All applicants for licensure by examination are required to complete and submit a fingerprint card and a fee with their application forms. The fingerprint card must be submitted in the same name as shown on the application. The Board of Registered Nursing will submit the fingerprint card to the California Department of Justice (DOJ) for processing. Fingerprint fees are established by this agency (see Application Fee Schedule).

HOW TO COMPLETE FINGERPRINT CARDS

Applicants must complete all items which are marked by a black "x" on both sides of the card. To facilitate prompt and accurate processing of the fingerprint card by the DOJ, **TYPE** or print legibly in **BLACK INK** all requested information on each card. If any color other than black is used, the card will be rejected and another card will have to be completed and submitted. The name must be identical to that submitted on the application. Use the abbreviations listed below for the physical description items.

- SEX - Female = F Male = M
- Height (HGT.) - Express in feet and inches. Do not use fractions of an inch; round off to the nearest inch. DO NOT USE THE METRIC SYSTEM. Example: 5'9".
- Weight (WGT) - Express in pounds. Do not use fractions of a pound; round off to the nearest pound. DO NOT USE THE METRIC SYSTEM. Example: 139 lbs.
- Color of EYES -

Black	BLK	Gray	GRY
Blue	BLU	Green	GRN
Brown	BRN	Hazel	HZL
- Color of HAIR -

Bald	BAL	Gray	GRY
Black	BLK	Red/ Auburn	RED
Blonde	BLN	Sandy	SDY
Brown	BRN	White	WHI

III. INSTRUCTIONS FOR SUBMITTING FINGERPRINT CARDS (Cont'd)

Each applicant MUST have his or her fingerprints imprinted only in **BLACK INK** on each fingerprint card. Fingerprints should be taken at a local law enforcement agency. There may be a fee for this service. We are advised that you should call first as to a convenient time.

DO NOT FOLD FINGERPRINT CARDS. Use a 9" X 12" envelope to return your completed application and fingerprint card(s) with fees. Write "DO NOT FOLD" on the envelope. If your card(s) is folded, you will need to complete and submit new fingerprint card(s). **This will cause a delay in determining your eligibility for examination or licensure.**

FINGERPRINT PROCESSING FEE

The fingerprint processing fee is in addition to the application fee. This fee is **not refundable** and is subject to change by the DOJ without notice. Section 11105(e) of the Penal Code authorizes the Board to collect a fee sufficient to recover the DOJ expense of conducting background checks.

The appropriate fingerprint processing fee is **payable to the Board of Registered Nursing** by check or money order in U.S. currency. The application fee and fingerprint fee may be combined and submitted to the Board with one check or money order in U.S. currency.

PROCESSING TIME

Applicants applying for licensure by examination should submit their applications at least four (4) months prior to when they wish to take the examination. Processing times for applications may vary. Applications indicating conviction(s) may take longer than other applications. Delays may also occur if the fingerprint card is returned by the DOJ because it is incomplete, FOLDED or if the fingerprints are not legible.

There must be a clearance of the fingerprinting requirement before examination results will be released to examination applicants.

FINGERPRINTING AUTHORITY

Section 144(b) of the Business and Professions Code authorizes the Board to require an applicant for licensure to furnish a full set of fingerprints for purposes of conducting criminal history record checks. Section 480(a)(1) of the Business and Professions Code authorizes the Board of Registered Nursing to deny licensure based on convictions of crimes substantially related to the practice of nursing. Fingerprints are required in order for the DOJ/FBI to conduct background checks for criminal convictions.

IV. COMPLETING CONFIRMATION CARD

The Board will acknowledge receipt of an application if the applicant fills in his or her name and address and affixes the proper postage to the CONFIRMATION CARD. This card is being provided as an optional service to all applicants.

V. SOCIAL SECURITY NUMBER

Disclosure of your social security number is mandatory. Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c)(2)(C)) authorize collection of your social security number. Your social security number will be used exclusively for tax enforcement purposes, for purposes of compliance with any judgment or order for family support in accordance with Section 11350.6 of the Welfare and Institutions Code, or for verification of licensure or examination status by a licensing or examination entity which utilizes a national examination where licensure is reciprocal with the requesting state. **If you fail to list your social security number, your application for initial or renewal license will not be processed.** You will also be reported to the Franchise Tax Board, which may assess a \$100 penalty against you. Questions regarding the Franchise Tax Board should be directed to either (800) 852-7050 or (800) 852-5711; Out-of-country (916) 854-6500.

VI. **BOARD'S ADDRESS**

The Board's mailing address is:

Board of Registered Nursing
P.O. Box 944210
Sacramento, CA 94244-2100

If you wish to deliver your application in person or by overnight mail, the Board's street address is:

Board of Registered Nursing
400 R Street, Suite 4030
Sacramento, CA 95814-6200

VII. **APPLICATION FOR LICENSE**

Applicants must submit the following items:

1. Completed **green application** AND **one fingerprint card** with the **total fee** (U.S. Currency). Complete the FINGERPRINT CARD as directed in the INSTRUCTIONS FOR SUBMITTING FINGERPRINT CARDS. **The fee is an earned fee** for evaluation of your application and processing of the fingerprint card and **is NOT refundable**. Submit the appropriate nonrefundable TOTAL FEE as directed on the attached Application Fee Schedule.
2. One recent 2" x 2" passport-type **photograph**.
3. Completed **confirmation card** to confirm receipt of application by the Board.
4. Completed **green Request for Accommodation of Disabilities** form, if applicable.
5. **Request For Transcript** form(s) completed and forwarded directly from the nursing school(s) with certified transcripts.

International graduates: If you were educated **outside the USA**, submit a copy of your **license or diploma** that allows you to practice professional nursing in your country. If you do not hold a license, a written explanation is required. Please refer to the **Supplemental Application Instructions and Information Needed for Transcripts** memos included in this packet regarding requests for transcripts from your school of nursing. Also, provide copies of your certificates for midwifery and psychiatric nursing, if applicable.

VII. **APPLICATION FOR LICENSE (Cont'd)**

6. **Documents and/or letters explaining prior convictions or disciplinary action and attesting to your rehabilitation as directed in Section II of the General Information about Licensure Requirements (page 2), if applicable.**

VIII. INTERIM PERMIT

First-time examination candidates may apply for an Interim Permit to work while awaiting the results of their examination. Important facts to keep in mind about Interim Permits:

Interim permits cannot be issued until all nursing requirements are completed and the applicant has been found eligible for the examination. Interim permits will be issued one time only.

"A permittee shall practice under the direct supervision of a registered nurse who shall be present and available on the patient care unit during all the time the permittee is rendering professional services. The supervising registered nurse may delegate to the permittee any function taught in the permittee's basic nursing program which, in the judgement of the supervising registered nurse, the permittee is capable of performing." (Section 1414(c), Title 16, California Code of Regulations.)

Interim permits are valid for no longer than six months. Interim permits are null and void as soon as examination results are sent to the applicant. If test results are sent before the end of the six months, the interim permit expires immediately. (Section 1414(b), Title 16, California Code of Regulations.)

To qualify for an interim permit, the examination applicant must meet the following requirements:

1. Submit completed **Green Application for Licensure By Examination**.
2. Submit one completed **fingerprint card**.
3. Submit completed **Green Application for Interim Permit**.
4. Submit appropriate **total fee** as directed on the Application Fee Schedule.
5. Submit a copy of your license from your country **if you were educated outside the USA**.
6. Have completed your nursing program and been found eligible by the Board for the examination.
7. Pass an English comprehension examination if you are from a non-English speaking country or **did not take** your country's licensing examination in English. Either passage of the Test of English as a Foreign Language (TOEFL) the Test of Written English or the English portion of the Commission on Graduates of Foreign Nursing Schools (CGFNS) is acceptable. It is suggested that if you decide to take the TOEFL or CGFNS, you should apply as soon as possible as it takes several months from the time of filing until your TOEFL or CGFNS results are received. TOEFL is located at Box 6151, Princeton, NJ 08514-6151; phone number (609) 951-1199. CGFNS is located at 3600 Market St., Suite 400, Philadelphia, PA 19104-2651; phone number (215) 349-8767.

IX. REQUEST FOR TRANSCRIPT

Mail the **Yellow Request for Transcript** form to your nursing school(s) with the fee required by the school. **The transcripts must include all completed course work and reflect the degree awarded and date conferred**. Transcripts are **not accepted** from applicants or if stamped "issued to student."

IX. REQUEST FOR TRANSCRIPT (Cont'd)

CALIFORNIA SCHOOLS ONLY: GRADUATES

- The yellow Request for Transcript form must be completed by your nursing school with official transcripts showing degree awarded and date conferred.

CALIFORNIA SCHOOLS ONLY: NON-GRADUATES AND LVN-30 UNIT OPTION

- The yellow Request for Transcript form must be completed by your nursing school with official transcripts showing completion of all nursing requirements.

APPLICANTS EDUCATED OUTSIDE THE USA:

- If your transcript is in a foreign language, you must have it translated into English by an official translator who signs the document attesting to its authenticity. The original foreign language transcript and the English translation of the transcript, must **both** be sent to the Board.
- Transcripts are required from all colleges and/or universities you attended that reflect courses required for a degree in nursing, including general education course requirements and all nursing courses. Transcripts must be received and evaluated by the Board prior to being found eligible for the NCLEX examination.
- Your education must meet the requirements for California licensure. If any deficiencies are identified, you must complete the course work prior to being found eligible for the exam.
- Education as a medical doctor is not acceptable to meeting nursing requirements.
- **Note:** To ensure the earliest possible examination date, request the transcript from your school(s) well in advance because some applicants have found that it can take up to 4-6 months to obtain complete transcripts.

You need to allow sufficient time to obtain additional information from the school in case the transcript is not complete or the Board needs more information regarding your course work. Transcripts must be submitted from all nursing programs attended, such as midwifery or psychiatric programs. The transcripts must also include the clinical portion of an applicant's education.

U. S. GRADUATES OTHER THAN CALIFORNIA, INCLUDING NEW YORK REGENTS EXTERNAL DEGREE GRADUATES:

- If you are a graduate from a United States school other than California, transcripts are required from all colleges and/or universities you attended that reflect courses required for a degree in nursing, including general education course requirements and all nursing courses. Transcripts must be received and evaluated by the Board prior to being found eligible for examination.
- Your education must meet the requirements for California licensure. If any deficiencies are identified, you must complete the course work prior to being found eligible for the examination.

CORPSMEN:

- Transcripts must be received and evaluated by the Board prior to being found eligible for examination.

X. EDUCATIONAL REQUIREMENTS

APPLICANTS EDUCATED OUTSIDE THE USA, U.S. GRADUATES, AND CALIFORNIA NON-GRADUATES COMPLETING NURSING REQUIREMENTS:

- Section 2736 of the Business and Professions Code states that applicants must have satisfactorily completed instruction in an accredited school of professional nursing that meets California's educational requirements.

CALIFORNIA SCHOOLS ONLY: LVN-30 UNIT OPTION

- A copy of your current license to practice as a Licensed Vocational Nurse is required, as well as the year first licensed.
- Following LVN licensure, you must have completed professional registered nursing courses in a California school accredited by the Board which is beyond the first year and includes **theory** with **concurrent clinical practice** in advanced medical-surgical, mental health, psychiatric and geriatric nursing, physiology, and microbiology.
- Courses required for vocational nurse licensure do not count toward fulfillment of the additional RN educational requirements.
- The New York External Degree Program **CANNOT** be used to satisfy the LVN-30 Unit Option.

CORPSMEN:

- Corpsmen must request a 2-page information supplement from the Board. Please send a written request to the Board of Registered Nursing, Military Corpsmen Information, P.O. Box 944210, Sacramento, CA 94244-2100 or call (916) 322-3350.
- You must have a high school education or equivalent and have completed Advanced Hospital Corps School and received a rating of Medical Service Technician--Independent Duty, or equivalent, while on active duty.
- You must have served on active duty under honorable conditions.
- You must have completed two years continuous **direct** patient care nursing-related experience within five years of the date of application and after receipt of advanced rating.
- Documents required:
 1. Items identified in Section VII on pages 5 and 6.
 2. DD 214 showing specialty number or, if currently in military service, submit document showing rating (current performance evaluation rating form completed after achievement of advanced rating).
 3. Transcript from Advanced Hospital Corps School (to be received directly from the service).
 4. Corpsmen Experience Certification form documenting direct patient care.

X. EDUCATIONAL REQUIREMENTS Con'td

NOTE: For California licensees who wish to seek licensure by endorsement to another state, other states requiring graduation from a nursing program MAY NOT accept the California license of California Non-Graduates, LVN-30 Unit Option, and Corpsmen.

XI. DISABLED CANDIDATES - REQUEST FOR ACCOMMODATIONS

In compliance with The Americans with Disabilities Act (ADA), Public Law 101-336, the Board of Registered Nursing provides reasonable accommodations for applicants with disabilities that may affect their ability to take the NCLEX-RN. It is the applicant's responsibility to notify the Board of needed alternative arrangements.

The Board considers all requests on a case by case basis. As defined by the ADA, a disability is a physical or mental impairment which substantially limits one or more of that person's major life activities. Environmental, cultural or economic disadvantages (such as poverty or English as a second language) are **not**, by themselves, considered under the ADA a disability for which accommodations are granted. If you have a disability which may require accommodation(s) of the examination process or access to the examination center, you must submit with your application the following **REQUIRED** information:

1. A **Green Request For Accommodation Of Disabilities** form completed and signed by the applicant. This form is included in the application packet.
2. A **Green Professional Evaluation And Documentation Of A Disability** form completed and signed by a professional evaluator or equivalent information on original letterhead stationery of the evaluator. This form is included in the application packet.
3. If applicable, a **Green Nursing Program Verification** form indicating what accommodation(s) were granted in testing procedures during the nursing program. This form should be completed and signed by the nursing program Dean or Director or their designee or equivalent information on original letterhead stationery of the nursing program. This form is included in the application packet.

The required information must be completed and submitted with your application or your examination could be delayed. If you have any questions, you may contact the Testing Specialist by writing to the Board address, Attn: Testing Specialist, or by calling (916) 322-3350.

Any examination accommodations, including aids brought into the testing center must have **pre-approval** of the Board.

XII. NURSING PRACTICE ACT

It is the applicant's responsibility to keep current on the laws pertaining to the practice of registered nursing, as these laws are subject to change. California laws pertaining to the practice of registered nursing can be requested by contacting:

**Publications Section
California Department of General Services
P.O. Box 1015
North Highlands, CA 95660
(916) 574-2200
Cost: \$9.95**